



RETURN TO CAMPUS PLAN

October 30, 2020 (Updated)

We all share the responsibility of our SLES community's health and wellness. SLES remains committed to delivering our mission through an educational experience deeply rooted in on-campus programming while also providing learning options for those who are unable to be on campus. Families must commit to supporting SLES's health, wellness, and safety protocols, and must agree to keep children home when they are not feeling well, have COVID-like symptoms or have been potentially exposed.

LEARNING ENVIRONMENT TRANSITIONS

Our plans provide your family with the flexibility and the choice to allow your children to learn on campus or from home. Our model gives students the ability to transition easily between on-campus (in-person) and off-campus (distance learning) at the end of every three weeks.

Dates of change for instructional methods for the first semester are (September 8th, September 28th, October 19th, November 9, and November 30). To allow us to plan appropriately, parents will receive an email before the period of transition to inform the school of your child's learning environment preference.

ON-CAMPUS INSTRUCTION INFORMATION

FACE MASKS

Wearing face masks is required for anyone on-campus — students, faculty and staff. Face masks are required to be worn throughout the school day to ensure everyone's health and well-being. Students may remove their masks when they eat lunch and snack, and students will have opportunities to take "mask breaks" during the day as

well. Students are not allowed to wear gaiters or bandanas. We will provide “mask breaks” throughout the day in appropriate situations, when students are safely six feet apart or outside in suitable conditions. The United States Centers for Disease Control and Prevention (CDC) changed the definition of “close contact,” from spending 15 minutes consecutively within 6 feet of a person infected with the novel coronavirus to a total of 15 non-consecutive minutes or longer over a period of time (*revised 10.26.20*). As members of the SLES community, we recognize the newly revised definition of “close contact,” and remain attentive to our safety protocols as we engage as a community.

ARRIVING AT SCHOOL

Our campus arrival procedures include verifying students’ daily health screenings. Faculty and staff will be present in carpool lines to conduct daily health screening, including temperature checks. Students with a temperature greater than 99.5°F will be monitored throughout the school day. Any student who has a temperature greater than 100.4°F will not be allowed to attend school. Anyone whose daily health screening does not meet our criteria will be sent home.

CHAPEL

Chapel will be live-streamed every day. In order to adhere to the social-distancing guidelines and protect our community’s health and safety, we will need to limit the use of our chapel for large-group gatherings. Students will be able to attend chapel one day a week with their cohort or division.

HALLWAY MOVEMENT

Students will be guided by “Tiger Paws” along the hallway and classroom floors to help practice physical distancing during transitions. Transitions will be supervised and typically done one class at a time to reduce large group interactions. Additionally, we are all practicing “to the right” traffic flow to encourage appropriate distancing.

LUNCHES AND SNACKS

In order to adhere to the social-distancing guidelines and protect our community’s health and safety, we will need to limit the use of the Parish Hall for large-group gatherings. Instead, each grade will eat in the dining center on a one day per week rotation. When students are not eating in the dining center, they will eat in their advisory or homeroom classrooms or outside, where they will be able to socialize and engage while enjoying their lunches. To help limit the spread of droplets, students will be encouraged to eat first, and then be given time to talk and socialize. Washing hands frequently, as well as washing surfaces where students will be working and eating, is a priority and will be expected throughout the day. Students in EL, IL, and ML will be able to bring a pre-packaged box lunch, if needed. Additionally, at this time, any treats for special occasions or birthdays must be pre-packaged.

ENGAGE WITH CLASSMATES DURING THE SCHOOL DAY

Students will remain and engage in their grade level cohort throughout the school day. We recognize that our youngest students have the developmental need to connect and socialize. Each class will remain in their cohort, creating their own pod within each division. When outside, students will be encouraged to wear their face masks so they can be within 6 feet of one another. During recess, each class will have the ability to interact and engage with one another. When the masks are off, we do ask that the students remain at an appropriate distance. When masks are on, students are able to move more freely throughout the room while considering the proximity of other students.

RECESS

We will still offer recess! Play is an integral part of each student's day, where our students learn important competencies such as collaboration, problem-solving and social skills. Playgrounds may be divided to support two classes having recess at the same time. Each class, or cohort, will stay in their designated area and be able to use the playground equipment on their side of the playground. The students will be encouraged to wear their masks at recess, which will allow them to engage and interact with their classmates, and mask breaks will be encouraged.

SPECIALS AND ELECTIVES

We are thrilled to continue to offer special-area classes this year. In order to support physical distancing and limit the number of transitions, our special-area teachers will give their lessons in students' homerooms instead of having the classes travel to them. However, our intermediate and middle school students will transition to their elective classrooms.

P.E.

P.E. provides students with the opportunity to continue working on their individual skills and improve their overall fitness, with a focus on social-emotional learning. Each grade will attend during their assigned P.E. time and will have its own dedicated space, thus increasing the ability to adhere to physical distancing requirements adequately. Students will have their own individual equipment and will not share any equipment with other students. All equipment will be sanitized prior to and after each class. Whenever possible, classes will be held outdoors to maximize airflow and physical distancing. Face masks will be worn when students are engaging in activities requiring less physical exertion. The coaches will instruct students to remove face masks when in a well-ventilated location, and students can remain physically distant—6 or more feet apart. Students in grade 4-8 will not dress out for gym class to begin the school year.

LOCKERS

Only middle school students will be allowed to use lockers this year. All other students who change classes (Intermediate level classes) will carry items with them using a backpack. In most cases, students will be able to take and keep textbooks home. Students will need to bring the required textbooks with them as requested.

CAMPUS VISITORS AND VOLUNTEERS

At this time, non-essential visitors and volunteers are not permitted inside the building during school hours. Essential visitors will be screened and must be approved in advance by the administration to enter the building. However, if parents need to pick-up or bring something to their child, they will be able to enter the lobby. This decision is intended to limit the exposure of our faculty, staff, students and families to potential community spread of COVID-19 and to make the best use of our resources for cleaning and sanitizing our shared learning spaces.

ON-CAMPUS EVENTS

SLES will hold selective, limited on-campus events during the first semester. This decision is intended to limit the exposure of our faculty, staff, students and families to potential community spread of COVID-19 and to make the best use of our resources for cleaning and sanitizing our shared learning spaces.

COMMUNITY CONNECTIONS

Maintaining our strong sense of community is a priority for SLES. We are working closely with our Parent Council on creative ways to stay connected in the coming year. Please look for divisional and grade levels updates as well as information in the weekly Glance, sent via email on Fridays throughout the school year.

SAGE DINING SERVICES, LUNCHESES AND SNACKS

Students will be eating lunch on rotation in the dining center, their classroom, advisory, or another designated space in which they will be physically distanced. Our food service provider, SAGE Dining Services, will have wrapped hot lunches (delivered daily to our EC students), pre-packaged sandwiches and salads available every day. A weekly menu will be available on the website for families to preview the menu. Families will receive additional division-specific information about lunch and snacks.

BEFORE/AFTER SCHOOL CARE AND ENRICHMENT CLASSES

Before school care will not be available, therefore students should not arrive prior to 7:30 a.m. Upon arrival, students will report directly to their homeroom or advisory. After School Care, our after-school program for PK3 through 8th-grade students will resume. ASC for our IL and ML students will begin at 3:15 as traditional office hours will not occur this year due to cohort restrictions. If you plan for your child to attend After School Care, please complete the registration form online. We will not have drop-ins during this time. Additionally, Enrichment Classes will not be offered.

OFF-CAMPUS INSTRUCTION INFORMATION

ATTENDANCE

Attendance will be taken daily. Students will be expected to log into GoogleMeet each morning at the start of chapel (8:00 a.m.) and remain online for their content class afterward. Students are expected to attend advisory meetings, chapel, or any additional grade level meeting.

ABSENCES

If your child is unable to participate in distance learning, please email the homeroom teacher and the Receptionist/Registrar, Ms. Linda Barron.

- Students are expected to arrive at class sessions on time.
- The School will follow attendance expectations provided in the Community Handbook (to be distributed next week).
- If students are not regularly attending sessions, families can expect communication from the Assistant Head of School or Head of School.

DRESS CODE

While students are not required to wear school uniforms, they should dress for school and wear appropriate school attire. Students should not wear pajamas or bathing suit attire. Hats and costumes are not allowed in GoogleMeets sessions.

DIGITAL LEARNING NORMS

In distance learning, video-conferencing via GoogleMeets allows teachers and students to engage virtually and is an integral part of our distance learning program. As in the physical classroom, there are behavioral expectations for engaging with adults and peers in a school setting. During the onset of the school year, teachers will spend dedicated whole-and small-group instructional time explicitly outlining behavioral norms and expectations for virtual lessons. These expectations may include the following:

- Students should have a designated, private or semi-private space in which to work and engage in video-conferencing. Keeping interruptions to a minimum maximizes learning times for all students.
- In whole-class settings, students' audio will be muted until the teacher either requests them to unmute or chooses to unmute them.
- Students may use the chat feature only when directed to do so by the teacher.
- Students should refrain from eating while video conferencing (unless during snack or lunch).
- During typical learning sessions, students should refrain from sharing non-instructional items (i.e., pets).
- Students may not change their names in GoogleMeet.
- Students should use appropriate school backgrounds.

Please reinforce these expectations at home. Teachers will communicate with parents in the event a student struggles to meet these expectations. If interfering behavior continues, the administration will meet with the student individually in partnership with her/his parents.

For consistency, distance learning will, in many ways, mirror our current processes and practices (using RenWeb and Google Classroom). Faculty will post weekly assignments, and all lessons and resources, including worksheets, activities, videos, additional links, etc. will be available in Google Classroom.

DISTANCE LEARNING COMMUNICATIONS

Similar to our current practices:

- Teachers will use RenWeb and Google Classrooms to post lessons, assignments, resources, videos, grades, etc.
- Teachers will post assignments and any other relevant information/updates for the upcoming week by Friday at 5 p.m.
- Teachers will respond as quickly as possible to students and families. Time management may be a challenge. However, teachers will respond within 24 business hours.

SUBMITTING WORK

Students may submit work in a variety of ways. Each teacher will provide specific instructions to students when requesting assignments to be submitted. Students may:

- submit an assignment through Google Classroom.
- submit an assignment by email.
- submit work into a shared (Google) drive created by the teacher.
- submit work directly through an online program the teacher is utilizing.

LESSON RECORDINGS

Lessons may be recorded and made available for those who are unable to attend the live lessons. Please communicate this with your child's teachers, so they record and upload the lessons as needed.

TROUBLESHOOTING WITH YOUR DEVICE

If students are having trouble with your device, please contact Mr. Duke at cduke@sles-sa.org. If students are having trouble with a specific program, please contact the teacher who assigned the assignment directly.